

**MINUTES  
of the  
THIRD MEETING  
of the  
CAPITOL BUILDINGS PLANNING COMMISSION**

**October 4, 2013  
Room 311, State Capitol  
Santa Fe**

The third meeting of the Capitol Buildings Planning Commission (CBPC) was called to order by Representative W. Ken Martinez, co-chair, on October 4, 2013 at 1:26 p.m. in Room 311 of the State Capitol.

**Present**

Edwynn L. Burckle, Secretary of General Services, Co-Chair  
Rep. W. Ken Martinez, Speaker of the House of Representatives, Co-Chair  
Muffet Foy Cuddy, Designee for Tom Church, Secretary-Designate of Transportation  
Anne Green-Romig, Designee for Veronica N. Gonzales, Secretary of Cultural Affairs  
Sen. Stuart Ingle, Senate Minority Floor Leader  
Sen. Mary Kay Papen, Senate President Pro Tempore  
Michael Marcelli, Designee for Tom Clifford, Secretary of Finance and Administration  
Clarence Smith, Designee for James B. Lewis, State Treasurer  
Rep. Thomas C. Taylor, House Minority Floor Leader

**Absent**

Ray Powell, Commissioner of Public Lands  
Petra Jimenez Maes, Chief Justice of the New Mexico Supreme Court

**Staff**

Lisa Sullivan, Legislative Council Service (LCS)  
Cassandra Jones, LCS

**Guests**

The guest list is in the meeting file.

**Handouts**

Handouts and other written testimony are in the meeting file.

**Friday, October 4**

**New Mexico Space Standards**

John Petronis, commission facilities planner, Architectural Research Consultants, Inc. (ARC), told the commission that typical space issues include having the right amount of space, having the right kind of space, having space in good condition, having space that is property

configured and used and having space that meets special needs. He told the commission that most institutions have various policies and procedures to manage space in order to optimize utilization. Space standards are a key part in the management process. Mr. Petronis told the commission that the State of New Mexico Space Standards were adopted in 2000 to establish policies, standards and processes that provide state employees with functional work environments appropriate for required tasks, to maximize the efficient use of space; to provide a tool to assist in the programming and planning of new projects, major remodeling, space reassignment and leased space; and to be used as a basis for annual capital outlay requests through the General Services Department (GSD) and the Department of Finance and Administration. The standards were modeled upon space standards established by the State of Utah. In order to improve flexibility and efficiency, standards promote the use of open offices to the extent possible. Standards for common office uses are established, while specialized space is evaluated individually. The standards establish categories of space based on the purpose for which the space is intended, such as administrative positions, supervisory positions and clerical positions. Mr. Petronis presented the commission with examples of space standards for different classifications. The standards provide guidance for furniture, conference rooms and reception areas and establish a process to request space and for deviations from standards. The current standards have not been updated since their adoption in 2000. Space categories used in the standards do not necessarily align with current state personnel classifications and forms are not user friendly. The standards also apply only to office uses and do not apply to specialized uses. Moreover, current industry practices have evolved markedly since 2000.

Mr. Petronis suggested that the commission consider new or modified space standards that would take energy-efficient practices into account as well as encourage innovative and affordable workspace environments and reduce the overall space footprint. He suggested using square footage per person targets rather than prescriptive standards and standardized furnishings to reduce cost. Mr. Petronis listed current alternatives to traditional work spaces, including non-territorial options such as co-location and variable work hours and off-site options such as satellite offices and telecommuting. Mr. Petronis also suggested that the commission might consider creating judicial space planning standards to guide planning for district and magistrate courts.

Members of the commission discussed and asked questions about the adoption of space standards; Utah's space standards; space use assessment by the Facilities Management Division (FMD) of the GSD; and the creation of new standards. The commission directed ARC to begin looking at the space standards and to come back to the commission at a later date with recommendations for changes.

### **Approval of the Minutes**

Representative Taylor moved to approve the September 3, 2013 minutes. The motion was seconded by Mr. Smith. Members of the commission voted unanimously in favor of the motion.

## **GSD and FMD Update**

Pam Nicosin, acting deputy director, FMD, GSD, updated the commission on GSD projects for various agencies:

- the Children, Youth and Families Department currently has 15 active projects valued at \$4.56 million;
- the Department of Health currently has 33 active projects valued at \$43 million;
- the Department of Information Technology currently has three active projects valued at approximately \$381,000;
- the Department of Public Safety currently has 22 active projects valued at \$13.1 million;
- the Workforce Solutions Department currently has six active projects valued at \$3.4 million;
- the GSD currently has 44 active projects valued at \$4.1 million;
- the Human Services Department (HSD) currently has two active projects valued at \$357,555;
- the Corrections Department currently has 28 active projects valued at \$19.5 million;
- the Commission for the Blind currently has two active projects valued at approximately \$57,000;
- the Public Education Department currently has two active projects valued at approximately \$27,000;
- the State Personnel Office currently has one active project valued at approximately \$358,000;
- the Taxation and Revenue Department currently has three active projects valued at \$20.2 million; and
- the Workers' Compensation Administration currently has one active project valued at \$100,000.

Ms. Nicosin also informed the commission about declarations of emergencies by the GSD:

- a new well at the Roswell Correctional Center will cost \$166,295 and is scheduled for completion on October 31, 2013;
- demolition of the old New Mexico Rehabilitation Center will cost \$1.32 million and is scheduled for completion in March 2014; and
- a new transfer switch for the Southern New Mexico Correctional Facility will cost \$161,833 and is scheduled for completion in February 2014.

## **Staff Reports**

Ms. Sullivan reminded the commission that only one meeting of the CBPC remains for the 2013 interim. She told the commission that the HSD would be invited to present its master plan for substance abuse centers at the November 12 meeting. She also reminded the commission to contact her regarding any proposed legislation for endorsement by the commission.

**Public Comment**

Marc Bertram, SF Brown, Inc., told the commission that he is concerned that the GSD has considered the Las Soleras site as a potential site for a health and human services complex. He told the commission that the site was chosen without input from the real estate community in Santa Fe and suggested that a formal request for proposals be used to select a site for the complex. He told the commission that many state agencies that currently reside in lease properties in Santa Fe could potentially relocate to the complex after construction, which would have a devastating effect on the real estate market.

Jim Ferguson said that he had mailed the commission documentation describing a proposal to create a new campus in Santa Fe to house the HSD. He told the commission that his analysis indicated that taking advantage of the proposal would result in a \$1.6 million per year rent reduction for the HSD and would reduce the agency's overall footprint by 20%. He requested that the commission and the GSD consider his proposal.

**Adjournment**

There being no further business, the third meeting of the CBPC for the 2013 interim adjourned at 2:13 p.m.